

July 10, 2009
Nebraska Crime Commission

**2009 ARRA Byrne/JAG Drug & Violent
Crime
Grant Announcement and Application
Instructions**

**Grant Applications Are Due
in the Crime Commission Office on
August 7, 2009 by 5:00 p.m. CDT
No Exceptions**

Please read the attached information thoroughly.
If you have questions, contact:

Monica Miles-Steffens
Nebraska Crime Commission
301 Centennial Mall South
P.O. Box 94946
Lincoln, Nebraska 68509-4946
(402) 471-3978
Email: monica.miles-steffens@nebraska.gov



In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 or TDD at (800) 833-7352.

**2009 AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
BYRNE/JAG DRUG AND VIOLENT CRIME
ANNOUNCEMENT OF FUNDS AND GRANT APPLICATION INSTRUCTIONS**

Introduction and Purpose of Funds

This application kit is for applicants who wish to apply for funds under the Federal Byrne/JAG ARRA grant program. The intent of these funds is to further the purpose of Justice Assistance Grants as well as meet the intent of the American Recovery and Reinvestment Act which is to stimulate the creation and preservation of jobs and promote economic growth.

Byrne/JAG ARRA Funds Available: \$7,414,211

The ARRA JAG guidelines require that 62.12% of the total available to award in aid be available to units of local government. The remaining funds are available for state agencies to provide services and programming statewide. The breakdown is as follows:

Local: \$4,605,708

State: \$2,808,503

Project Period and Stepdown: January 1, 2010 – December 31, 2012

- The project period for the ARRA JAG funds will be up to a two year project period. Applicants can apply for a minimum of a 12 month project or maximum of 2 year project, however, which ever period the applicant applies for will be the approved project period. There will be no continuation application opportunities.
- The first year of request the applicant can submit a budget for up to the full amount of the proposed project including the required 25 percent match of the federal request. The second year of the project the applicant can only request fifty (50) percent of the original federal request. Match remains at 25 percent of the federal request. For example: The first year total request = \$125,000. \$100,000 federal request and \$25,000 match. The second year total request = \$66,667. \$50,000 federal request and \$16,667 match. To figure 25% match, divide the federal request by 3.
- Please read the budget directions carefully to ensure you follow all instructions to develop a two year budget.
- The ARRA JAG funds are one time funding source with a limited project period. The ARRA specifically states that there will be no continuation of ARRA funds.

Eligible Applicants

To be eligible for ARRA Byrne/JAG funding, the applicant must be one of the following:

- State agency;
- A unit of general local government (i.e. city, county, township, town, borough, parish, village, etc.) **Please Note:** The city or county would be the legal applicant and recipient of grant funds on behalf of the police department, sheriff's office, and county attorney, etc. The law enforcement agency would **NOT** be the applicant.

- Indian tribe which provides its own law enforcement services.
- Private nonprofit organizations are not eligible to apply. However, a state agency or local unit of government (city, county, village, etc...) could serve as the sub-grantee and enter into a contract with a nonprofit organization to carry out all or part of an approved program.

Funding Priorities

Applications submitted by existing JAG sub-grantees will receive first consideration; however, new applicants are encouraged to apply.

Priority Program Areas:

1. Law Enforcement Programs: The core law enforcement activity to be considered for funding with Byrne/JAG ARRA funds is to maintain and enhance existing multi-jurisdictional task forces. This includes:

- Assisting rural/smaller agencies accessing task forces as a resource to combat drugs and violent crime;
- Training to support task forces statewide for current/new officers required duties;
- Enhancing task forces ability to build upper level cases with resources, technology and training;
- Enhance coordination between all necessary parties (law enforcement, prosecution, etc.) for successful prosecution of upper level cases;
- Gang enforcement and intervention that is based within law enforcement. Agencies are strongly encouraged to coordinate with others who concentrate on getting youth out of gangs and utilizing the resources of those in the community or at re-entry.

Existing task forces must have the following in place in order to be considered for ARRA funding:

- An established governing Board consisting of active task force participants that is responsible for the oversight of the operation of the task force and the grant.
- A task force coordinator who oversees the daily operation of task force investigators.
- Active involvement of local, state and (when possible) federal agencies.
- Updated By-Laws that govern the task force and have been agreed upon by the active participating task force members
- The sharing of intelligence information among task force members and with other task forces when appropriate.
- Procedures for the use of buy money as set forth in federal guidelines.

2. Statewide and Community Prosecutorial Activities: The following activities may be considered for Byrne/JAG ARRA funding under this priority:

- Training and resources for new and existing prosecutors. Training that assists in the ability to learn and understand how intelligence technology can be utilized in court cases along with overall function of the technology is strongly encouraged.
- Statewide assistance to county attorneys with limited resources.
- Utilizing specialized prosecution from the US Attorney's office for hot spots involving drug and violent crime.
- Other relevant activities that can be strongly supported through significant statistical

documentation.

3. Training of Law Enforcement and Criminal Justice Personnel: The following activities may be considered for Byrne/JAG ARRA funding under this priority. Training activities must be linked to issues of drug and violent crime problems.

- Continued support of training efforts already in place such as Project Safe Neighborhoods, NE Attorney General's Office, US Attorney's Office, Nebraska Law Enforcement Training Center (new recruits and continued education).
- Assistance for agencies/departments with the costs of sending officers to attend specialized training. (Costs: overtime, mileage, lodging, and meals)
- Specialized training in upper level drug cases for investigators and prosecutors.
- Specialized training for officers on the street to gain knowledge of specific intelligence that could be gathered for the drug and violent crime task forces to utilize during current or future investigations. Example: cell phone contacts and call histories.
- New technology for all levels of the criminal justice system (law enforcement, prosecutors, courts). For example: ability to learn how the system can be used; ability to know how the intelligences can be gathered legally; ability to know the full function of the intelligence gained from the technology system, etc.
- Other relevant activities that can be strongly supported through significant statistical documentation.

4. Justice Information Sharing, Planning and Implementation: The following activities may be considered for Byrne/JAG ARRA funding under this priority:

- Nebraska Criminal Justice Information System (NCJIS): Activities may include the maintenance of all current features and continued enhancement of the system. Increased availability to officers in the field through assistance with connectivity, specifically for rural areas.
- New Intelligence Technology: The goal is to utilize new intelligence technology in the field to increase information available and/or gathered that can be utilized during investigations.
- Enhancement of current databases in order to improve information sharing within criminal justice entities.
- Support for Crime Labs to address processing of DNA and firearms.
- Enhance ability for VTC and web meetings through a secure system.
- Other relevant activities that can be strongly supported through significant statistical documentation.

Requests for Enhancement of Current Byrne/JAG Funded Programs

As previously discussed, the ARRA funds are one time limited funds with no opportunity for continuation funding. Applicants for these funds will be required to document how the activities/funds requested will be sustained and/or be applicable with one time funding. Applicants must also document how the funding is applicable to the ongoing success of the current program and meets a need/gap in the community. As with formula JAG funding, there are limited funds available and the application process is competitive. There is no guarantee that all requests will be

funded.

Limitations of Funding

The following activities/purchases are not allowable with ARRA JAG funding:

- Purchase of vehicles, vessels or aircraft will not be allowed. Funds may be used for leasing a vehicle. The vehicle may only in drug and violent crime enforcement activities.
- Land acquisition is prohibited.
- Use of grant funds for construction and/or renovation is prohibited
- Indirect costs and luxury items are not allowed by the Crime Commission.
- Unallowable activities with federal dollars include but not limited to the following: lobbying, fundraising, and research projects.
- As specified by the ARRA, funds cannot be utilized for infrastructure activities and no funds may be used for iron, steel or manufactured goods for a project for the construction, alteration, maintenance or repair of public building or public work, unless additional steps for federal approval are taken. This follows the Buy American Provision of ARRA funds.
- ARRA specifies that funds can not be used for the purposes of casinos/gambling establishments, aquariums, zoos, golf courses or swimming pools.

The following are other limitations of the funds:

- Federal funds **cannot** be used to match other federal funds.
- Personnel Costs shall be limited to new personnel. If existing personnel are moved to a grant funded position, the vacated position must be backfilled.
- The amount of federal and/or matching funds used to pay project personnel is to be based on the percentage of time actually devoted to the project. See the Budget Section of the application for more detailed information.

Match Requirements

- A 25% cash match for the awarded Byrne/JAG funds is required.
- An agency's overall budget cannot decrease because of the federal funds.
- Other Federal funds cannot be used as match.
- Funds utilized as match for formula JAG funds can not be used as match for ARRA JAG funds.
- Match funds are restricted to the same use of funds as allowable for ARRA JAG activities.
- Existing personnel may be assigned to drug and violent crime related activities and their salaries and/or paid overtime may be used as match. However, personnel must devote the same percentage of their time to the project as the percent of matching funds used to pay their salary. **Please note:** The agency is required to backfill the position(s) of the existing personnel assigned to the project. Salaries for personnel involved in drug and violent crime related activities prior to this application cannot be used as matching funds unless this is a continuation project and the non-supplanting requirement was previously met.
- Cash match may be applied from the following sources:
 - (1) Funds from state and local units of government that have a binding commitment

- of matching funds for programs or projects.
- (2) Funds received through forfeiture.
- (3) Funds from the following:
 - Funds from the Housing and Community Development Act of 1974, 42 U.S.C. Section 5305, et seq.;
 - Funds from Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214; and
 - General Revenue Sharing Act funds, 31 U.S.C. Section 6701, et.seq.
- (4) Funds contributed from private sources.

- Expenditures of matching funds do not need to occur on a quarterly basis. However, by the end of the project period the total 25% cash match must be met.

Reporting Requirements

1. Applicants awarded 2009 Byrne/JAG funds are required to report on the effectiveness of funded activities. In adherence with the ARRA, specific ARRA reporting requirements are being developed at the federal level and will be included in the Special Conditions of the awarded grants. Sub-grantees will be required to submit required reports no later than the close of business on the 4th calendar day of the month following the end of the quarter. Timely reporting is essential to meet the ARRA transparency and efficiency components and ensure the State of Nebraska's compliance and continued ARRA funding. All completed reports submitted will be made available to the public via the web as required by ARRA. Therefore, no extensions or delays in reporting will be allowed. Previous grant management skills will be considered when reviewing funding requests. Please note programs or agencies receiving ARRA Byrne/JAG funds via a contract must certify to following the Special Conditions of the grant.
2. Applicants will be required to develop goals, objectives and performance indicators as instructed on the appropriate forms in the application kit.
3. Applicants that are drug task forces will be required to comply with the same reporting required for the FY formula JAG funds.
4. All applicants should be aware that BJA is in the final phase of developing new standardized performance measures for the JAG/ARRA JAG grant program. These could be required with the 2009 funds. These new requirements may cause for development of outputs and outcomes (short-term and long-term) by each program depending on if the program is a direct or a system improvement approach. Further information will be shared once all performance measures are passed down from the federal office.

Accounting Requirements and Timing of Contributions

Awarded applicants shall implement and maintain an accounting system, which accurately documents income received and expenditures. In adherence with ARRA guidelines, all ARRA funding must be tracked separately from any other program, including existing formula JAG

funds. Personnel whose time/activities will be directly charged to the grant or match funds will be required to maintain timesheets that clearly document hours worked for activities related to the project. Records are to be available for monitors and audits.

Commingling of Funds

A clear audit trail must be maintained for each source of funding. ARRA JAG funds can not be commingled with any other sources of funding, including formula JAG funds. Receipts, expenditures, and disbursements must be separately accounted for from each funding source. The use and documentation of grant and/or matching funds for buy money **MUST** strictly follow established federal procedures.

Non-supplanting of Funds

The ARRA and JAG guidelines clearly stipulate that Federal funds may not be used to supplant (replace) other existing funds. In other words, funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. The budget narratives provided in the application should clearly explain requests to ensure supplanting will not be taking place within the agency.

One of the primary purposes of ARRA funds is to create new positions and preserve positions that were to be terminated. If requesting funds for new positions/items, clearly explain in budget narratives and explain throughout the grant why they are needed and how it will benefit the project. If requesting funds for positions/items that were supported by alternative funding sources that no longer exist or will soon be depleted, it is necessary to state these issues in the budget narratives for such requests. Describe how the position/item was funded, why the funding source is no longer available, if funds to support this position were only a temporary agreement (could include information from city/county board meetings if this was only a temporary use of funds for one year), and at what point the funding that is supporting the position/item will no longer be available which would result in the termination of the position. This information is extremely important to support the request and will be utilized during consideration of applications. If the applicant is funded, supporting documentation such as board meeting minutes, etc. that clearly document the loss of positions or other items should be maintained for review by the Crime Commission.

Grant Commencement and Duration

Crime Commission Operating Instruction #4 requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within **30 days** from the start date listed on the Grant Award or other date specified by the Grant Administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turnback funds.

Letters of Commitment / Support

Letters of Commitment show how the supporting agency will commit resources or participate in the proposed project. Letters of Commitment will directly impact funding decisions.

Letters of Support may be provided from agencies or individuals impacted by the project, but who may or may not directly participate. However, Letters of Support alone will not directly impact decisions for funding.

Letters of Commitment and Support must be submitted as part of the application. Letters received independently from the application will not be considered.

Other Requirements

1. Recipients of funds are subject to the Civil Rights Act of 1964, 42 U.S.C. 200d (prohibition discrimination in federally funded programs on the basis of race, sex, color, or national origin) and Section 504 of Rehabilitation Act of 1973, 2 U.S.C. 794 (prohibiting discrimination in such programs on the basis of handicap), the Age Discrimination Act of 1975, 42 U.S.C. 6101, et. Seq., and the Department of Justice Nondiscrimination Regulations, 28 CFR, Part 42, Subparts C, D, and G.
2. A Debarment form, which certifies the agency or individuals in the agency are not barred from doing business with the federal government, must be signed and returned with the application. A Supplemental Funding form is required to show total program income from all sources as well as other funds available to this project. Additionally, Certified Assurances, the Drug Free Workplace, Lobbying, and EEOP forms must be signed and returned with the application.
3. Applicants selected for funding will be subject to special conditions that state: Misuse of ARRA funds may result in a range of penalties, including suspension of current and future awards, recoupment of monies awarded and civil and/or criminal penalties. Reporting of credible evidence of any potential fraud, waste, abuse and misconduct with the funds will be required.
4. In adherence to the ARRA JAG Special Conditions, all awarded sub-grantee's will be required to obtain a DUNS number and register with the Central Contractor Registration (CCR) Database. For further information in obtaining a DUNS number go to www.dmb.com. To begin the process of registration with the CCR go to <http://www.ccr.gov>
5. Project Directors and Fiscal Officers of awarded applicants will be required to attend grant management training. Further information will be included in the award letter.

Late Applications

Applications received after the due date and time will be considered late. Late applications are ineligible for funding during the current funding cycle. **NO EXCEPTIONS.**

Application Format

Submit the grant application as follows. Adhere to page limits listed for each section as follows:

SECTION NAME	PAGE LIMITS
Grant Applicant Information	- Pages as provided
Budget Summary	- 1 pages as provided
Detailed Budget Information	- Pages as provided. Budget narratives should follow the corresponding Detailed Budget Page.
Problem Statement - The Problem Statement and Description of the Problem(s) - Statistical Documentation of the Problem	- 1 page maximum - 1 page as provided, 1 additional page for other supporting statistics
Project Operation	- 2 pages maximum
Activity/Timeline	- 2 pages maximum (form provided)
Goals, Objectives, Performance Indicators	- Pages as needed (form provided)
Letters of Commitment/Support	-Commitment Letters - as needed -Support Letters - 5 maximum
Required Forms (Certified Assurances, EEOP, Lobbying, Debarment, Drug-Free Workplace)	- Pages as provided

Please remember to do the following when preparing your application:

- Applications are to be typewritten. **The original copy should be stapled and 2 hole punched at the top.** The remaining copies should be stapled in the upper left hand corner (no 2 hole punched required for copies).
- If the applicant re-creates the application on their computer, the application format, layout and order is to be exactly (word for word and design) as the Crime Commission's official application.
- Include all Letters of Commitment and Support with the submitted application. Those received separately will not be considered.
- Include Federal ID number on application. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.
- Provide DUNS number and certification of registration with CCR.
- Do not include cover letters.
- Do not put applications in folders.
- Adhere to page limits listed for each section of the grant application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- Do not copy and submit the budget pages, which do not apply to the project.
- Budget figures are to be provided in round numbers, no cents. Check calculations carefully.

- Additional information in the form of Appendices will not be accepted.
- Include ALL required forms with appropriate signatures. Signatures of the authorized individual are required on the: Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form, EEOP form. **NOTE:** The authorized official would include: county board chair, mayor, city administrator, chair or vice-chair of non-profit agency.
- The grant may be copied double sided.
- Number pages in the lower right hand corner.
- **Follow all Directions of the Grant Application and Instruction Kit.**

Funding Process and Tentative Timeline

The Crime Commission will adhere to its operating instructions and conduct a staff review, followed by a review of the grants by the Crime Commission Board Grant Review Committee. They will meet to discuss each submitted grant application and make funding recommendations. Applicants will be notified of their recommendations in writing. Critiques and funding recommendations will be forwarded to the Crime Commission Board for final funding determination at the November 20, 2009 meeting. Applicants will be notified of the Crime Commission's final decision in writing.

APPROXIMATE GRANT REVIEW/AWARD SCHEDULE	
Staff Review Committee Meeting	September 4, 2009
Crime Commission Grant Review Committee Meeting	October 2, 2009
Letters mailed to applicants advising of Committees' recommendations	October 6, 2009
Crime Commission meets to make final funding decisions	November 20, 2009
Letters mailed to applicants advising of Crime Commission's final funding decision	November 23, 2009

Submission of Application

Materials Required: One original and 10 copies of the complete grant application. Applications received by facsimile or email will not be accepted.

Due: 5:00 p.m. CDT on August 7, 2009. Submitting the application using any mail service (USPS, FedEx, UPS) is at the applicant's own risk.

Submit to: Nebraska Commission on Law Enforcement and Criminal Justice
301 Centennial Mall South - 5th Floor
P. O. Box 94946
Lincoln, Nebraska 68509-4946

The Crime Commission is located on the 5th floor of the Nebraska State Office Building at 14th and M Streets (301 Centennial Mall South).

Contact Person: Monica Miles-Steffens, ARRA Program Manager
(402) 471-3978 or monica.miles-steffens@nebraska.gov

DETAILED INSTRUCTIONS FOR APPLICATION AND ATTACHMENTS

The following provides detailed guidance on filling out each section of the budget and Goals and Objectives. Refer to the application for specific directions on completing all other sections of the application. For further questions contact Monica Miles-Steffens, Program Administrator.

APPLICANT INFORMATION –

The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.

BUDGET SUMMARY, DETAILED BUDGET PAGES AND BUDGET NARRATIVES

- ✓ Budget Summary- This page reflects a possible total two year budget by category and required 25% match per year. If the applicant is only applying for a 12 month project period, only complete the information for year one. This page must be signed by the authorized official.
- ✓ Detailed Budget Pages- Applicants submitting a 12 month project must only complete pages for a year one budget. Applicants submitting a two year project must submit the appropriate detailed budget pages for each year of requested funding. See below for how to complete each detailed form.
- ✓ Budget Narratives- Budget Narratives are required for each requested category and must follow the detailed budget page(s). Budget narratives should include information for both years of funding in a two year request. See instructions for each category below.

Category A - Personnel

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. Direct Salaries.

- Provide the title or position of each employee who will be involved in the project, including new positions to be filled and the number of volunteers, if applicable.
- If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such information in the Budget and Project Narrative.
- Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request.
- Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.
- For each line enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries.

- To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.
2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns for each position. For each line enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.
 3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
 4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
 - 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
 - 2) Fringe benefits requested for each position;
 - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
 - 4) Explanation if each position is full or part-time;
 - 5) Explanation of **how** each position is relevant to the project
 - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.
 - 7) Also include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.
 - 8) As specified by ARRA, requests for positions that are new and/or existing, but funding is being terminated, should clearly explain the loss of funding and necessity of the position to the project.

Category B - Consultants and Contracts

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
2. **Consultant Fees:**
 - Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and

consistent with that paid for similar services in the market place.

- There must be a contract with each agency or person this subgrantee contracts with.

4. Travel Expenses For The Consultant:

- (a) Mileage: List the cost for mileage. Enter the total cost in the "total" column. Enter the amount requested and the amount, which will be provided as match. Mileage rate is 55.0 cents/mile.
- (b) Air Fare: List the cost for air fare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (c) Meals: List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match. In-state meal allowance is \$39 (\$7.00/breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals).
- (d) Lodging: List the cost for lodging. Enter the total cost in the "total" column. Enter the amount requested and enter the amount provided as match. In-state lodging allowance is \$70.00 per night (\$99.00 per night for Lincoln and Omaha).
- (e) Other Costs: List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.

5. Total Cost: Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.

6. Budget Narrative: A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative **MUST** include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative **MUST** include the following for **each** position:

- 1) What services and/or what product the consultant will provide
- 2) How the services, product or position relate to the project and the impact on the project
- 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for JAG and matching funds;
- 4) Explanation if each position is existing or new;
- 5) Explanation if each position is full or part-time;
- 6) Description of the duties of **each** position funded by JAG or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.
- 7) Applicants must document that consultants will adhere to all ARRA requirements.

Category C - Travel Expenses

NOTE: If travel expenses are needed for more than one purpose or type of travel, please make a copy of the budget sheet and complete one for each purpose and/or type of travel.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)

2. Mark the travel as local, in-state, or out-of-state.
3. List the title of the person who will travel.
4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
 - (a) **Mileage:** Calculate the number of miles of annual travel and multiply by 55.0 cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.
 - (b) **Air Fare:** List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount provided as match. Airfare must be "coach" or least expensive class.
 - (c) **Meals:** List the number of days meals will be paid and multiply by the allowable per diem rate. In-state meal allowance is \$39 (\$7.00/ breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (d) **Lodging:** List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$70.00 per night (\$99.00 plus tax per night for Lincoln and Omaha). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (e) **Other:** List other expenses, such as taxi, parking, registration, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (f) For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.
5. Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.
6. **Budget Narrative:** For each travel purpose complete a budget narrative to explain:
 - 1) Position which will travel;
 - 2) Purpose of the travel;
 - 3) How this travel relates and is necessary to the project.

Category D - Supplies and Operating Expenses

1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, equipment items costing under \$300 - material which is expendable or consumed during the course of the project.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match. At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

3. **Operating Expenses.**

- This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.
- For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.
- At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. **Total Supplies and Operating Expense Budget.** Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

4. **Budget Narrative.** For all supplies and operating expenses requested, attach a budget narrative to:

- 1) Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- 2) Describe **all** current operating expenses and explain why the requested expenses are needed;
- 3) Explain how the supplies and operating expenses relate to the project.

Category E - Equipment

- Check grant requirements for allowable costs and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.
- Enter total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)
- Enter the total costs for Equipment. Enter these totals on the "Budget Summary" page.

Budget Narrative

- 1) Provide a breakdown of the cost basis for each piece of equipment.
- 2) Explain how each piece of equipment is relevant to the project.

Category F - Other Costs: Prior to utilizing this category, contact program administrator to ensure requested expenses are allowable per program guidelines and are appropriate for this category.

- List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.
- Enter the total cost for "Other". Enter these totals on the "Budget Summary" page.

Budget Narrative: A budget narrative is required if funds are requested or if match is provided.

- 1) Explain each item requested;
- 2) Provide a breakdown of how the cost for each item was determined;

- 3) Provide an explanation of how each item is relevant to the project.

GOAL, OBJECTIVES, PERFORMANCE INDICATORS

Goals: The goal for the project is the ultimate outcome desired. These are broad based, but realistic and achievable. There is generally one goal for a specific grant project.

Measurable Objectives:

Measurable objectives reflect how your project will assist in reaching the stated goal(s). They also address the problem(s) identified and documented in the Problem Statement as well as the identified needs.

A measurable objective is something you are going **to do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable.

Measurable objectives always use the words to increase, to decrease, or to maintain. Do not use words such as to provide, to train, to establish in measurable objectives. These are activity statements. Once you have written an objective, ask yourself if it allows you to measure something.

A project will normally have **one to three** objectives for each goal. Remember, most projects have one broad based overall goal.

To help you in developing measurable objectives, review your project's activities and ask yourself what statistical data will you gather to prove your project is working? You don't need to be overly detailed in statistical data, but focus on three to five things to measure which will prove your project is making a difference and works. These will be your Performance Measures or Indicators for your project and will be used as part of your project's report to the Crime Commission. Also, check your objectives to make sure you have objectives specific to the funds requested.

EXAMPLE: To increase the number of victims receiving enhanced victim advocacy (to do something) from 0 to 100 (by a certain amount) within a 12-month period (within a certain time frame).

The measurable objective above relates to a **new** program. The baseline number is zero because the program did not exist in the previous year.

If you were applying for funds to expand or enhance an **existing** program, the objective may read as follows.

EXAMPLE: To increase the number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

Baseline Statistics:

How do you know what you're starting number or measure will be for your measurable objectives? Baseline Statistics are the statistics for the most current year stated in the Problem Statement which documents the problem(s). This is a good test to see if the statistics in the Problem Statement are relevant in documenting the stated problem or problems. If you identify something, which needs to be measured in the Performance Indicators, check your statistics in the Problem Statement to determine if you need to add statistical data. Also ask yourself if these statistics are key in documenting the problem and will they help in showing the success of your program. There may be numerous statistics you can gather, but you need to determine which ones are the most important.

Performance Indicators:

Performance Indicators are the data, which will be collected during your project to measure each objective and will show if the program is successful. Performance Indicators are in direct relationship to the baseline data stated in the Problem Statement. Ask yourself what statistical data will show if your program is successful.

SAMPLE PROPOSED PROJECT:

Goal:	The criminal justice system and victim services agencies in Michigan County will work together to ensure perpetrators of domestic violence are consistently held accountable for their actions and that all victims are provided the help and resources needed to be safe.
Measurable Objective:	Increase number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).
Our baseline is:	100 victims provided enhanced victim advocacy as shown in the statistical documentation of the problem.
Performance Indicators:	# of victims served # of victims not served Response time to victims served